

HEALTH SCREENER CONFIRMATION

Saturday, February 8
10 a.m.-1 p.m.

Batchelor Middle School, 900 W. Gordon Pike



On behalf of the City of Bloomington Parks and Recreation and Community and Family Resource Departments, we thank you for registering for the 2014 Children's Expo. This year's theme is ***Call of the Wild*** where we invite you to actively participate by decorating your booth accordingly. To get your creativity started, think safari, animal prints, mosquito netting, bamboo, binoculars, and orange, red, green and khaki color pallet. If you have any questions please feel free to call me, Nancy Woolery at 349-3851 or wooleryn@bloomington.in.gov

Set up/Check-in:

There are two opportunities to set up your booth—Friday, February 7 from 5-7 p.m. or Saturday, February 8 from 7:30-9:30 a.m. All booths must be set up and ready to go by 9:30 a.m. on Saturday. Please check in upon arrival to Children's Expo to receive your health screening assignment and other important screening information. The number of tables and chairs along with room specifications indicated on your registration form will be prepared. Plan to conduct approximately 100 screenings.

Tear down:

Tear down begins after 1 p.m. **Do not** tear down your health screening before the conclusion of the event. It is important that all participants have the same opportunities and experiences. Please leave the room as you found it.

Hospitality:

A healthy snack and beverage will be placed at your table upon arrival. Once set up, coffee will also be available. If you require something more substantial, plan to pack and bring with you.

Unloading/parking:

The parking lot on the west side boarder of the building provides easy access to the exhibitor drop off area. Upon arrival, go to the small parking lot closest to the building, where Expo staff will help you unload your display materials at door 2C and deliver them to your screening room. To streamline the unloading process, please have your display items in boxes for easy transport. You and additional staff from your organization should plan to park in the larger lot away from the building. Thank you in advance for saving close parking spots for our family visitors

